

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE,
SIGNATURE PAGE**

<input type="checkbox"/> Schedule establishment <input checked="" type="checkbox"/> Schedule revision, revises Archives # <u>97-75</u>	Archives# 05-191
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Department Transportation	Division Human Resources & Administration	Risk Management	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
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Records custodians

- ☒ No record shall be destroyed under this schedule authority so long as it pertains to any pending legal case, claim action or audit.
- ☐ It shall be the responsibility of the agency to inspect their own microfilm and certify to the continuity of the filmed record and legibility of the information. If any image is not completely readable, or any portion of the series has not been filmed, appropriate corrections or documentation must be made to insure standards and to comply with CRS, as amended, Title 24-80-107 before transfer/security deposit to the State Archivist.

Records officer

The recommended retention periods on this schedule are the result of evaluation of the factors listed in the State Records Management Policies and Procedures Manual and CRS 24-80-101 et. Seq. As Records Liaison Officer, I am authorized by the head of this agency to act in all matters regarding Records Management and I request approval of this records disposition schedule.

Record's Liaison Officer's signature <i>C. Weatherall</i>	Date <i>2/23/05</i>
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Signatories

I certify I have reviewed and concur with the records retention periods established on all pages of this document:			
State Archivist's signature <i>Terry Ketterson</i>	Date <i>3/21/2005</i>	Transportation Attorney signature <i>Danny Monahan</i>	Date <i>3-9-05</i>
State Auditor's signature <i>Sally Symant</i>	Date <i>4/1/05</i>	Federal Highway Administration (FHWA) signature <i>Katherine M Kelly</i>	Date <i>3-15-05</i>
Attorney General's signature <i>John W. Suthers by mm</i>	Date <i>5/3/05</i>	Anti-trust Unit signature	Date
	Date		Date

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Revises Archives #
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Item#	Description	Retention Period	Special Instructions	
1.	Worker's Compensation Records* (Primary copy retained by Div. of Labor) Secondary copy (includes CDOT #975, CDOT #777, WC1, CDOT 628.)	5 Years after all issues have been resolved and/or employee terminates whichever is longer provided Statute of Limitations has expired.	*Confidential Records	
2.	Accident Reports A. DRM-01 Vehicle B. DRM-02 Non Auto	3 Years		
3.	Property Loss Reports (CDOT form # 1295)	3 Years after claim & case settled		
4.	Property Recovery Records	3 Years		
5.	Medical Assesments*	10 Years after employee terminates	*Confidential Record	
6.	Job Site Analysis	Permanent		
RETENTION OF ALL OTHER RECORDS IS DETERMINED BY THE "GENERAL RECORDS SCHEDULE" WHICH IS DEVELOPED BY THE STATE ARCHIVIST.				